



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-017-22

Title: Project Specialist (Data Analyst)
(Three positions available)

Range: X98/60005

Salary: TBD

Position Number: 915445, 920341, 923443

Issue Date: March 2, 2022

Closing Date: March 16, 2022

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Location: Trenton, New Jersey

Division: Division of Administrative Services,
Office of Strategic Operations

Description:

Under direction of a supervisor in the Office of Strategic Operations, performs education research by collecting, analyzing, and interpreting statistical data; develops educational programming by conducting analyses, surveys, needs assessments, and related research; establishes, maintains, and evaluates program and fiscal data related to the use of Federal funds including, but not limited to, the American Rescue Plan; performs other related assignments as required.

Core responsibilities include: the organization and transformation of information into comprehensible structures; the use of data to predict trends; the performance of statistical analysis of data; use of tools and techniques to visualize data in easy-to-understand formats, such as diagrams and graphs; preparation of reports and presentation to management or stakeholders; the ability to monitor data quality and the removal of corrupt data; communication with stakeholders to understand data content.

Requirements:

Education: Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Data Science, Management Information Systems, Business Administration or a related field.

Experience: (2) years of experience in business analytics, business intelligence or knowledge management.

Preferred Skills:

Attention to detail when working with data to make accurate conclusions and predictions;
Strong verbal and written communication skills to effectively share findings with stakeholders;
A solid understanding of data sources, data organization, and storage;
Experience with statistical programming;
Experience creating data visualizations; and,
Survey design

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations.

Note: The State of New Jersey does not provide sponsorships for work visas.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.